



Vacancy Announcement
Part Time Office Specialist
15 hours per week
Pay Rate: \$10.00

The City of Wheeling is in search of a part time Office Specialist serving a civilian member of the Police Department. The Office Specialist supports the ongoing mission of the Wheeling Police Department by providing clerical support and data management in the following ways:

- Management of data entry of warrants and Domestic Violence Protective orders into the In-synch records management system (RMS).
- Maintains and updates the warrant list.
- Distributes incident and crash reports at the request of insurance companies, law enforcement agencies, and individuals.
- Accepts payments for reports on behalf of the City Finance Department.
- Reviews DUI packets for accuracy and submits the information to Charleston.
- Provides informational reports as requested by staff officers of the department.
- Operates office machines, voicemail, photocopiers, scanners, and a personal computer.
- Receives, processes and routes Freedom of Information Requests.
- Performs other duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- High school diploma or equivalent
- Two (2) or more years' experience as a clerical assistant.
- Special requirement: Must complete comprehensive background investigation for criminal convictions or indications of moral turpitude.

The following knowledge, skills and abilities are preferred as a successful candidate for this role:

- Ability to work independently and with groups.
- General knowledge of standard office machines.
- Ability to get along well with people, demonstrating a strong customer service orientation.
- Ability to communicate effectively, both orally and in writing.
- Skilled in careful, well-organized workflow production.

This is a noncompetitive, non-exempt position.

Interested applicants can apply by contacting:

City of Wheeling
Office of Human Resources
1500 Chapline Street, Suite 301
Wheeling, WV 26003
304-234-3694
humanresources@wheelingwv.gov

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.